

APPENDIX E

This page left intentionally blank.

APPENDIX E

CERTIFICATES AND AFFIDAVITS

EXPLANATORY NOTE

Clerk's certifications are provided here for the purpose of avoiding potential delay. The court reporter does not prepare the clerk's certificate. Either the clerk or the appellant (or appellant's counsel) will prepare the clerk's certification.

This page left intentionally blank.

NORMAL CERTIFICATION REPORTER'S CERTIFICATE

STATE OF INDIANA)
) SS:
COUNTY OF)

IN THE _____ COURT

CAUSE NO.

_____,)
Plaintiff,)
v.)
_____,)
Defendant.)

FILE MARK

REPORTER'S CERTIFICATE

I, _____, Reporter of the _____
Court, _____ County, State of Indiana, do hereby certify that I am the Official
Court Reporter of said Court, duly appointed and sworn to report the evidence of causes tried
therein.

That upon the trial (by jury) of this cause, beginning on the ____ day of _____, 20____, I recorded and transcribed all statements by counsel, the evidence given during the trial of this cause, the objections of counsel thereto, and the rulings of the Court upon such objections, the introduction of exhibits, the objections thereto, and the Court's rulings thereon.

I further certify that the foregoing transcript, as prepared, is full, true, correct and complete.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my Official Seal, this _____ day of _____, 20 ____.

Official Court Reporter

SEAL

Court

_____, County, Indiana

Both T. R. 74 and Crim. R. 5 authorize a judge to use "other" persons to prepare a transcript from a trial or proceeding where the record was made by the electronic, mechanical or computer aided stenographic transcription devices. Other persons may be utilized to type a transcript from such recordings in compliance with orders from the Indiana Supreme Court and avoid a possible contempt sanction.

In the event that a person (other than the reporter who made the record of the trial or proceeding) types the transcript, the person who types the transcript signs a Reporter's Certificate that the transcript is complete and accurate with respect to all of the matters contained in the recording.

Examination of the **NORMAL CERTIFICATION REPORTER'S CERTIFICATE** form in the Appendix reveals that the word "true" is omitted from the **NORMAL CERTIFICATION REPORTER'S CERTIFICATE** in the event that a person other than the court reporter types the transcript from an audio tape(s). In other words, the assumption behind the **NORMAL CERTIFICATION REPORTER'S CERTIFICATE** is that the court reporter, who attended and witnessed the trial or proceeding and who made the record, prepared the transcript.

REPORTER'S CERTIFICATE WITH TYPIST CERTIFICATION

STATE OF INDIANA) IN THE _____ COURT
) SS:
COUNTY OF) CAUSE NO.

_____,)
Plaintiff,)
v.)
_____,)
Defendant.)

FILE MARK

REPORTER'S CERTIFICATE

I, _____, a Reporter of the _____
Court, _____ County, State of Indiana, do hereby certify that I am a Official
Court Reporter of said Court, duly appointed and sworn to report the evidence of causes tried
therein.

That upon the trial (by jury) of this cause, beginning on the ____ day of _____, 20 __ ,
I recorded all statements by counsel, the evidence given during the trial of this cause, the
objections of counsel thereto, and the rulings of the Court upon such objections, the introduction
of exhibits, the objections thereto, and the Court's rulings thereon. (INSERT NAME) transcribed
all statements by counsel, the evidence given during the trial of this cause, the objections of
counsel thereto, and the rulings of the Court upon such objections, the introduction of exhibits,
the objections thereto, and the Court's rulings thereon. Further, I certify that I undertook and
completed a review and comparison of the transcript prepared by (INSERT NAME) with my
record of the trial.

I further certify that the foregoing transcript, as prepared, is [a] full, accurate, correct and
complete [optional: transcription of all matters contained on the recorded proceedings].

IN WITNESS THEREOF, I have hereunto set my hand and affixed my Official Seal, this
day of _____, 20 ____.

SEAL

Official Court Reporter

Court

County, Indiana

REPORTER'S CERTIFICATE

[TYPIST AND REPORTER BOTH PREPARE PART OF TRANSCRIPT]

STATE OF INDIANA)
) SS: IN THE _____ COURT
COUNTY OF) CAUSE NO.

_____,
 Plaintiff,
)
v.)
_____,
 Defendant.)

FILE MARK

REPORTER'S CERTIFICATE

I, _____, Reporter of the _____
Court, _____ County, State of Indiana, do hereby certify that I am a Official Court
Reporter of said Court, duly appointed and sworn to report the evidence of causes tried therein.

That upon the trial (by jury) of this cause, beginning on the ____ day of _____, 20 ____,
I recorded and transcribed all statements by counsel, the evidence given during the trial of this
cause, the objections of counsel thereto, and the rulings of the Court upon such objections, the
introduction of exhibits, the objections thereto, and the Court's rulings thereon from and
including page ____ to and including page _____. (INSERT NAME) transcribed all statements
by counsel, the evidence given during the trial of this cause, the objections of counsel thereto,
and the rulings of the Court upon such objections, the introduction of exhibits, the objections
thereto, and the Court's rulings thereon from and including page ____ to and including page ____.
Further, I certify that I undertook and completed a review and comparison of that portion of the
transcript prepared by (INSERT NAME) with my record of the trial.

I further certify that the foregoing transcript, as prepared, is full, true, accurate, correct
and complete.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my Official Seal,
this _____ day of _____, 20 ____.

SEAL

Official Court Reporter

_____ Court

_____ County, Indiana

**SEPARATE CERTIFICATION OF EXHIBITS
PERMITTED TO BE FILED BY COURT ON APPEAL**

STATE OF INDIANA)	IN THE
COURT		
)	SS:
COUNTY OF _____)	CAUSE NO.
_____)	
Plaintiff,)	
v.)	FILE MARK
_____)	
Defendant.)	

REPORTER'S CERTIFICATE

I, _____, Reporter of the _____ Court, _____ County, State of Indiana, do hereby certify that I am the Official Court Reporter of said Court, duly appointed and sworn to report the evidence of causes tried therein.

That upon the trial of this cause, beginning on the ____ day of _____, 19____, the attached [Videotape], [State's] Exhibit No, ____, was offered into evidence.

I further certify that the attached Exhibit No. ____ is the full, true, correct and complete exhibit offered into evidence. I further certify that this separate certification was necessary due to the size of the exhibit.

IN WITNESS THEREOF, I have hereunto set my hand and affixed my Official Seal, this ____ day of _____, 20____.

Official Court Reporter

SEAL

_____ Court

_____ County, Indiana

Motion for Extension to File Transcript

Form App. R. 11-2

IN THE
INDIANA [SUPREME COURT OR COURT OF APPEALS]

Case No.: _____

_____)	Appeal from the _____
)	Court
Appellant(s),)	
)	
vs.)	Trial Court Case No:
)	_____
_____)	
Appellee(s).)	The Honorable _____,
)	Judge

**COURT REPORTER'S
VERIFIED MOTION FOR EXTENSION OF TIME
TO FILE TRANSCRIPT**

_____, the court reporter for _____ court, respectfully petitions the Court for an extension of time in which to file the transcript in this appeal. In support of this Motion, the court reporter shows the Court as follows:

1. The Appellant filed a Notice of Appeal on _____, 20___. The notice of appeal requested the following transcript(s):

_____.
2. Pursuant to Appellate Rule 11(B), the transcript is due ninety (90) days after the Notice of Appeal is filed. Unless this Motion is granted, the transcript is due to be filed with the trial court no later than _____, 20__.

3. Arrangements have been made to pay for the preparation of the transcript.
OR Satisfactory arrangements have not been made for the preparation of the transcript in that (explain).

4. I estimate the transcript will be _____ pages long and will take _____ hours to prepare.

5. I began work on the transcript on _____ and have completed _____ pages and spent _____ hours.

(OR) I have not yet been able to begin work on the transcript because (state reasons specifically including case names and cause numbers and sizes of other transcripts, nature of case).

(OR) I have not been able to complete the transcript because (state reasons specifically including case names and cause numbers and sizes of other transcripts, nature of case)

6. I anticipate that I will complete the transcript on _____.

7. I request that the time within which to complete the transcript be extended to _____.

8. This is the (first/second/third) Verified Motion for Extension of Time to File Transcript.

WHEREFORE, _____, court reporter for _____ court respectfully requests an extension of time of _____ (_____) days within which to file the transcript to _____, 20__.

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Court

Court Reporter, _____

CERTIFICATE OF SERVICE

I certify that on [insert date] I sent copies of this document to all parties of record and to the Clerk of the Indiana Supreme Court, Court of Appeals, and Tax Court by United States Mail, postage pre-paid.

Court Reporter

NOTICE OF FILING TRANSCRIPT
Form App. R. 11-1

IN THE
INDIANA [SUPREME COURT OR COURT OF APPEALS]

Case No.: _____
[insert Supreme Court or Court of Appeals number]

_____)	Appeal from the _____
)	Court
Appellant(s),)	
)	
vs.)	Trial Court Case No:
)	_____
_____)	
Appellee(s).)	The Honorable _____,
)	Judge

NOTICE OF FILING OF TRANSCRIPT

_____, the Court Reporter of _____ Court, hereby notifies the parties, pursuant to Appellate Rule 11(A), that the Transcript in this cause has been prepared and certified and is complete. This _____ day of _____, 20____, the Transcript was filed with the [clerk of the trial court/ Administrative Agency] in accordance with Appellate Rule[s] [28, 29 and/or 30].

Court Reporter

CERTIFICATE OF SERVICE

I certify that on [insert date] I sent copies of this document to all parties of record by United States Mail, postage pre-paid.

Court Reporter